

JOB OPPORTUNITIES – SEPTEMBER 13, 2012

- ASM I
- Departmental Human Resources Manager I
- Departmental Human Resources Manager II
- Departmental Human Resources Manager III
- DHR Manager I
- DHR Manager II
- DHR Manager III
- ITC Jail Mental Health Services
- MH Clinical Program Head CRM
- Payroll Clerk I
- Payroll Clerk II
- PSW II or MHC II CRM AB 109

[\(Scroll down to see all descriptions\)](#)

Bulletin Number	6461BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	ADMINISTRATIVE SERVICES MANAGER III
Exam Number	R1004P
Filing Type	Standard
Filing Start Date	09/05/2012
Filing End Date	09/26/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7438.55
Salary Maximum	9755.36
Special Salary Information	\$7438.55-\$9755.36
Benefits Information	Non-Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	DEFINITION: Directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations. Please follow the link below to go to the Administrative Services Manager III class specification, which includes the Classification Standards: http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=preview_detail&cs_id=299

Essential Job Functions

Plans, organizes, controls, integrates and evaluates the work of the assigned section; with supervisors and staff, develops, implements and monitors work plans to achieve goals and objectives; and contributes to development of the division budget.

Manages, supervises and oversees the development, implementation and evaluation of plans, programs, policies, work processes, systems and procedures to achieve annual goals, objectives and standards; identifies and works with supervisors and staff to research and act on opportunities to improve or maximize section performance efficiency and effectiveness; and develops performance metrics and evaluates section performance.

Prepares and/or directs the preparation of, and reviews, a variety of documents such as Board letters and memos, as well as reports and business correspondence to executive management and the Chief Executive Office or other centralized department, or external regulatory agencies, often of a highly sensitive nature requiring the exercise of organizational acumen; and uses appropriate software programs (e.g., word processing, desktop publishing, presentation, database and spreadsheet) to create materials in a variety of formats and approaches in order to effectively communicate information to various audiences (e.g., executive management, departmental personnel, members of the public, governing boards, the Chief Information Office, and County Counsel).

Directs and oversees highly complex and sensitive research assignments requiring a substantial depth of analysis using qualitative and/or quantitative analytical methods; defines study parameters and objectives, and develops statistical and information-gathering processes to ensure the quality, integrity, validity and relevance of data obtained for analysis and decision making purposes.

Interacts with individuals from a variety of organizations (e.g., Board deputies, management from centralized County agencies, members from municipalities, State and federal legislative bodies, and other external agencies) to represent the department on highly sensitive, contentious and confidential issues; makes presentations, provides advice and/or consultation services, resolves conflicts, mediates disputes, and negotiates agreements; and coordinates activities with County central agency and departmental staff, contractors, consultants, outside agencies, etc., to ensure that programs are successfully implemented.

Oversees auditing activities and the ongoing evaluation of processes and programs to ensure effectiveness, efficiencies and compliance, as well as to ensure that processes are capable and

stable, and programs are proceeding as planned; and addresses emerging issues and concerns in order to develop timely, proactive responses.

Performs various administrative duties (e.g., creating and maintaining files; formatting standard documents; receiving, processing, and routing documents) by appropriately applying Federal and State laws, County and local ordinances, and departmental policies and procedures in order to ensure all work done complies with established guidelines and the requirements of professional standards.

Actively participates in the development of options, programs, services and positions that meet objectives and best balance the interests of various stakeholders; and provides the highest level of technical review on the development of programs and/or policies designed to address problems or improve operations, through strategic advocacy. Manages section staff by establishing performance requirements and personal development targets; regularly evaluates performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; interviews and selects new staff (subject to concurrence of higher level management); and initiates and recommends disciplinary action in accordance with Civil Service Rules and County policies.

Requirements

MINIMUM REQUIREMENTS:

2 years of bona-fide supervisory experience* over a unit of analysts performing assignments within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field AND 2 additional years of journey-level analyst ** or higher level experience within one or more of these fields.

OR

2 years of any bona-fide supervisory experience * AND 4 years of journey-level analyst** or higher-level experience within one or more of the following administrative fields: human resources, budget, finance, contracts or other closely-related administrative field.

* Bona-fide supervisory experience includes responsibility for planning, assigning and reviewing the work of staff, evaluating employee performance, participating in interviewing and selecting new staff, and performance management.

** Journey-level analyst work involves the independent performance of work assignments which require the use of sound professional judgment, initiative and creativity in identifying and selecting research and analytical methods and techniques to address and resolve complex, controversial, and/or sensitive problems related to administrative functions such as human

resources, budget, finance, contracts and other closely related, sensitive and confidential administrative functional areas.

Please refer to Los Angeles County's Administrative Services Manager I class specification (Item #1002) for a fuller description of journey level analytical work:

http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=search_detail&cs_id=297

PLEASE NOTE:

Probationary Period: The probationary period for this class, as authorized per Civil Service Rule 12.02, will be 12 months. Newly appointed employees to this class who have not completed the formal supervisory training course offered by the County's Department of Human Resources will be automatically enrolled into the earliest available course, which must be completed prior to completing their probationary period.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information

Verification of Experience:
Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the minimum requirements only.

Withhold Information:

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Examination Content

This examination will consist of a written test weighted 100% that contains both computerized and paper-and-pencil components covering Innovation and Creativity, External Awareness, Flexibility/Adaptability, Resilience, Strategic Thinking, Vision, Conflict Management, Developing Others, Promoting a Diverse Workforce, Teambuilding/Collaboration, Promoting an Accountable Workforce, Customer Service, Decisiveness, Integrity/Honesty, Planning and Evaluation, Fiscal Responsibility, Workforce Development, Operational Improvement, Influencing/Negotiating, Networking, Political Acumen, Active Listening, Reasoning/Critical Thinking, and Written Communication.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

NOTE: Applicants that have taken the identical written tests for other exams (e.g., Assistant Accounting Systems Analyst, Exam Number S2646A; Management Assistant/Administrative Intern, Exam Number R0895M; Management Analyst (Contracts) Exam Number 147; Information Technology Manager I, Exam Number 168; Information Technology Supervisor, Exam Number I2598B; and Deputy Compliance Officer, Exam Number 162) within the last (12) months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

Invitation letters for testing will be sent via email. Applicants who do not pass the written test will be notified by US mail. Scores cannot be given over the telephone.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Special Information

Candidates can access a brief fact sheet explaining the new hiring procedure for ASM III at http://file.lacounty.gov/dhr/ehr/cms1_183035.doc

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access test preparation for the computerized version of the test by going to <http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>. While the guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information	The Eligible List resulting from this examination will be used to fill managerial vacancies in various County of Los Angeles departments as they occur.
Eligibility Information	<p>The names of successful candidates will be placed on the Eligible List for a period of six (6) months. As a result of a validation study conducted in accordance with Civil Service Rule 11.01 (D), successful candidates shall be assembled into separate groups as follows:</p> <p>Group 1 89%--100% Group 2 77%--88% Group 3 70%--76%</p> <p>SELECTIVE CERTIFICATION in accordance with TITLE 5 - PERSONNEL, APPENDIX 1 (Civil Service Rule 11.03) of the Los Angeles County Code, selective certification may be used for some positions that require special skills and/or training. The following list is an example of functional areas that require Selective Certification:</p> <ol style="list-style-type: none">1. HUMAN RESOURCES2. BUDGET/FINANCE3. CONTRACTS4. GENERAL ADMINISTRATION <p>Specific knowledge of the specialized functional areas may be the subject of the departmental hiring interview.</p>
Available Shift	Any
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application.
Application and Filing Information	<p>INSTRUCTIONS FOR FILING ONLINE: Applicants must submit their applications by 5:00 p.m., PST, on Wednesday, September 26, 2012.</p> <p>Applicants are required to submit a standard Los Angeles County Employment Application <u>online</u> only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications. Although resumes may be uploaded as attachments to online applications.</p>

Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements. Please fill out the application completely and correctly so that you will receive full credit for related experience. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

APPLY ONLINE BY CLICKING ON THE LINK ABOVE OR BELOW THIS BULLETIN THAT READS, "APPLY TO JOB" STARTING WEDNESDAY, SEPTEMBER 5TH, 2012 THROUGH WEDNESDAY, SEPTEMBER 26TH, 2012 5:00 P.M., PST SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION AND GET NOTIFIED OF YOUR PROGRESS BY EMAIL.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online

using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

County of Los Angeles
Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations. Please contact the ADA Coordinator at the number below if you wish to request a reasonable accommodation.

Department Contact
Name

Jeremiah McFarland

Department Contact Phone	(213)738-2084
Department Contact Email	jmcfarland@hr.lacounty.gov
ADA Coordinator Phone	(213)738-2057
Teletype Phone	(800)899-4099
California Relay Services Phone	(800)735-2922
Alternate TTY Phone	(800)897-0077
Job Field	Administration
Job Type	Administrative Support

Bulletin Number	8368BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL HUMAN RESOURCES MANAGER I
Exam Number	R1883C
Filing Type	Standard
Filing Start Date	09/10/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6676.12
Salary Maximum	10104.85
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a small size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations. Positions allocable to this class typically report to an administrative deputy or higher-level executive manager and are responsible for planning, directing, administering and evaluating all human resource functions for a small size County Department with significant personnel operations and activities. These positions have responsibility for the administration and direct oversight of departmental human resources functions including policy development and application, recruitment and examination, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return to Work, personnel operations and personnel records, and other human resources functional areas. Departmental Human Resources Manager I positions assists executive level managers in the development, implementation, and evaluation of departmental short and long term human resources related strategic goals and objectives; and provide strategic direction and recommendations to executive management on personnel management issues that impact departmental organizational structure, operations, and programs.

**Essential Job
Functions**

Plans, organizes, directs and evaluates the work of a unit in human resources program areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations; ensures the operations and human resources services are effectively integrated with the service needs of the department and operations of other divisions.

Develops, recommends, and implements human resources program strategies and initiatives to accomplish short and long-range planning objectives and recommends administrative, operational and systems improvements to enhance effectiveness and integrity.

Evaluates and directs changes to department-wide personnel policies and practices to comply with local, State and Federal personnel/employment laws and personnel rules and labor contracts.

Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.

Develops procedures for handling employee problems and arranges for specialized assistance for employees as needed.

Administers department-wide performance management programs within the framework established by the Department of Human Resources (DHR), and acts as liaison with the staff of the DHR on appeals on ratings, actions to discharge or reduce probationers, evaluation procedures, and procedures for reporting ratings.

Administers and coordinates departmental advocacy operations and activities, ensures the appropriate preparation and presentation of cases involving department disciplinary actions and charges of discrimination which may be appealed to the Civil Service Commission.

Ensures that departmental positions are properly classified, initiates classification studies, screens study requests from operating divisions, provides results of studies to the Chief Executive Office (CEO) for approval, and transmits classification decisions to supervisors and employees.

Administers a decentralized examining program, including examination bulletin preparation, application processing, development and administration of examination components and preparation of eligible lists in accordance with Civil Service Rules and DHR policies and procedures.

Liaisons with other departments, public employment services, schools, and other agencies in matters of recruitment and selection.

Manages the maintenance of an employee records and oversees and verifies processing of all departmental personnel transactions, including new employee intake, employee transfer and reassignment, and vacation, sick leave, family leave, overtime, leave of absence reinstatements, restorations, lay-offs, and other similar personnel actions.

Analyzes employee turnover and separation statistics and administers a program of exit interviews for resigning, terminating or transferring

employees and interviews employees as necessary.

Manages and administers department employee relations activities including representing the department in collective bargaining, administration of agreements, and assists in arbitration.

Manages department return-to-work, safety and risk management programs including the development of policies, procedures, training programs and report preparation.

Confers with CEO, DHR, and the Auditor-Controller Department on payroll, salary and other personnel programs and policies.

Assists in the preparation of the salaries and employee benefits portion of the annual budget and advises administration on such matters as delineation of duties and responsibilities of new positions, need and justifications for new positions, and the preparation of the necessary duties statements.

Assists management in determining staff development needs and in planning, developing, and carrying out training programs to meet such needs under the general supervision of the DHR.

Requirements

MINIMUM REQUIREMENTS

OPTION 1: Graduation from an accredited* college or university with a Bachelor's degree** in Business Administration, Public Administration, Human Resource Management, Industrial/Organizational Psychology, or a closely related field -and- Two years of experience performing difficult technical personnel work at the level of the County of Los Angeles class of Senior Departmental Personnel Technician***.

OPTION 2: Four years of progressively responsible experience in a staff capacity**** performing human resources work, two years of which must have been at the level of the County Los Angeles class of Senior Departmental Personnel Technician*** or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable
Qualifications

- Professional certification***** from Society for Human Resource Management (SHRM) or International Public Management Association For Human Resources (IPMA-HR), or an equivalent generalist professional certificate from a professional human resources organization.

**Special Requirement
Information**

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present written proof during the examination process of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative

If you are SOLELY using an approved appropriate VOEL to qualify you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying under a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

****In order to receive credit for any degree, such as a Bachelor degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.**

*****Experience at the level of Senior Departmental Personnel Technician in the County of Los Angeles is defined as: performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department.**

******Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.**

*******In order to receive credit for professional certification, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certification with your application at the time of filing or during the examination process.**

**Accreditation
Information**

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content	<p>This examination will consist of TWO (2) parts:</p> <p><u>PART I:</u> A Work Styles Assessment (WSA) written test administered using a computer, weighted 50%. The WSA will measure deductive reasoning ability, director potential, director judgment, leadership professionalism, drive for results, building relationships, self motivation, and business acumen.</p> <p>Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.</p> <p><u>PART II:</u> An interview weighted 50%. The interview will assess professional certifications, knowledge, and experience; interpersonal and communication skills; problem solving; and leadership.</p> <p>This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.</p>
Special Information	<p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:</p> <ul style="list-style-type: none">• An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov <p>Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <ul style="list-style-type: none">• You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444 <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies at various departments in the County of Los Angeles.</p>

Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE</u> only. Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 p.m., PST, Thursday, September 27, 2012.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=8368BR

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Search Tab, and then click on County of Los Angeles Bulletin Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2084
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration
Job Type	Professional

Bulletin Number	8370BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL HUMAN RESOURCES MANAGER II
Exam Number	R1884D
Filing Type	Standard
Filing Start Date	09/10/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7715.09
Salary Maximum	11677.42
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a medium size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations. Positions allocable to this class typically report to an administrative deputy or higher-level executive manager and are responsible for planning, directing, administering and evaluating all human resource functions for a medium size County Department with extensive human resources operations and activities. This responsibility includes the management and direct oversight of departmental personnel functions including policy development and application, examination and recruitment, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return-to-Work programs, personnel operations and personnel records, and other human resources functional areas. In addition, positions assists executive level managers in the development, implementation, and evaluation of departmental short and long term human resources related strategic goals and objectives; and provide strategic direction and recommendations to executive management on personnel management issues that impact departmental organizational structure, operations, and programs. Departmental Human Resources Manager II positions are distinguished by a combination of factors including the size and complexity of the departmental operations, employee population, number of occupational groups and classifications, and extent of authority in determining complex departmental human resources policies and procedures, and extensive employee relations activities.

**Essential Job
Functions**

Plans, organizes, directs and evaluates the work of sections in broad human resources program areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations; ensures the operations and human resources services are effectively integrated with the service needs of the department and operations of other divisions.

Develops and implements human resources program strategies and initiatives to accomplish short and long-range planning objectives and recommends administrative, operational and systems improvements to enhance effectiveness and integrity.

Evaluates and directs changes to department-wide personnel policies and practices to comply with local, State and Federal personnel/employment laws and personnel rules and labor contracts.

Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.

Develops procedures for handling employee problems and arranges for specialized assistance for employees as needed.

Administers department-wide performance management programs within the framework established by the Department of Human Resources (DHR), and acts as liaison with the staff of the DHR on appeals on ratings, actions to discharge or reduce probationers, evaluation procedures, and procedures for reporting ratings.

Administers and coordinates departmental advocacy operations and activities, ensures the appropriate preparation and presentation of cases involving department disciplinary actions and charges of discrimination which may be appealed to the Civil Service Commission.

Ensures that departmental positions are properly classified, initiates classification studies, screens study requests from operating divisions, provides results of studies to the Chief Executive Office (CEO) for approval, and transmits classification decisions to supervisors and employees.

Administers a decentralized examining program, including examination bulletin preparation, application processing, development and administration of examination components and preparation of eligible lists in accordance with Civil Service Rules and DHR policies and procedures.

Liaisons with other departments, public employment services, schools, and other agencies in matters of recruitment and selection.

Manages the maintenance of an employee records and oversees and verifies processing of all departmental personnel transactions, including new employee intake, employee transfer and reassignment, and vacation, sick leave, family leave, overtime, leave of absence reinstatements, restorations, lay-offs, and other similar personnel actions.

Analyzes employee turnover and separation statistics and administers a program of exit interviews for resigning, terminating or transferring

employees and interviews employees as necessary.

Manages and administers department employee relations activities including representing the department in collective bargaining, administration of agreements, and assists in arbitration.

Manages department return-to-work, safety and risk management programs including the development of policies, procedures, training programs and report preparation.

Confers with CEO, DHR, and the Auditor-Controller Department on payroll, salary and other personnel programs and policies.

Assists in the preparation of the salaries and employee benefits portion of the annual budget and advises administration on such matters as delineation of duties and responsibilities of new positions, need and justifications for new positions, and the preparation of the necessary duties statements.

Assists management in determining staff development needs and in planning, developing, and carrying out training programs to meet such needs under the general supervision of the DHR.

Requirements

MINIMUM REQUIREMENTS

OPTION 1: Graduation from an accredited* college or university with a Bachelor's degree** in Business Administration, Public Administration, Human Resource Management, Industrial/Organizational Psychology, or a closely related field - AND - Two years of experience supervising professional staff in a human resources office, one year of which must have been at the level of the County of Los Angeles class of Head Departmental Personnel Technician***.

OPTION 2: Five years of experience in a staff capacity**** analyzing and making recommendations for the solution of problems related to organization, procedure, program, budget, or personnel, two years of the required experience must have been supervising professional staff in a human resources office, one year of which must have been at the level of the County of Los Angeles class of Head Departmental Personnel Technician***.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Professional certification***** from Society for Human Resource Management (SHRM) or International Public Management Association For Human Resources (IPMA-HR), or an equivalent generalist professional certificate from a professional human resources organization.

Special Requirement
Information

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present written proof during the examination process of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

If you are SOLELY using an approved appropriate VOEL to qualify you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying with a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**In order to receive credit for any degree, such as a Bachelor, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

***Experience at the level of Head Departmental Personnel Technician in the County of Los Angeles is defined as: heads a major technical section of a large central departmental personnel office.

****Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.

*****In order to receive credit for professional certification, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certifications with your application at the time of filing or during the examination process.

Accreditation
Information

*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content	<p>This examination will consist of TWO (2) parts:</p> <p><u>PART I:</u> A Work Styles Assessment (WSA) written test administered using a computer, weighted 50%. The WSA will measure deductive reasoning ability, director potential, director judgment, leadership professionalism, drive for results, building relationships, self motivation, and business acumen.</p> <p>Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.</p> <p><u>PART II:</u> An interview weighted 50%. The interview will assess professional certifications, knowledge, and experience; interpersonal and communication skills; problem solving; and leadership.</p> <p>This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.</p>
Special Information	<p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:</p> <ul style="list-style-type: none">• An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."• You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444 <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies at various departments in the County of Los Angeles.</p>

Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE</u> only. Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 p.m., PST, Thursday, September 27, 2012.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=8370BR

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Search Tab, and then click on the County of Los Angeles Bulletin Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2084
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 897-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration
Job Type	Professional

Bulletin Number	8371BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL HUMAN RESOURCES MANAGER III
Exam Number	R1885E
Filing Type	Standard
Filing Start Date	09/10/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	8915.76
Salary Maximum	13494.72
Position/Program Information	<p>Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a large size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations. Positions allocable to this class typically report to an administrative deputy or higher-level executive manager and are responsible for planning, directing, administering and evaluating all human resource functions for a large size County Department with very extensive human resources operations and activities. This responsibility includes the management and direct oversight of departmental human resources functions including policy development and application, examination and recruitment, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return-to-Work programs, personnel operations and personnel records, and other human resources functional areas. In addition, positions assist executive level managers in the development, implementation, and evaluation of departmental short and long term human resources related strategic goals and objectives; and provide strategic direction and recommendations to executive management on personnel management issues that impact departmental organizational structure, operations, and programs. Departmental Human Resources Manager III positions are distinguished by a combination of factors including the size and complexity of departmental operations, employee population, number of occupational groups and classifications, and extent of authority in determining complex departmental human resources policies and procedures, and extensive employee relations activities.</p>

**Essential Job
Functions**

Plans, organizes, directs and evaluates the work of sections in broad human resources program areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations; ensures the operations and human resources services are effectively integrated with the service needs of the department and operations of other divisions.

Develops and implements human resources program strategies and initiatives to accomplish short and long-range planning objectives and recommends administrative, operational and systems improvements to enhance effectiveness and integrity.

Evaluates and directs changes to department-wide personnel policies and practices to comply with local, State and Federal personnel/employment laws and personnel rules and labor contracts.

Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.

Develops procedures for handling employee problems and arranges for specialized assistance for employees as needed.

Administers department-wide performance management programs within the framework established by the Department of Human Resources (DHR), and acts as liaison with the staff of the DHR on appeals on ratings, actions to discharge or reduce probationers, evaluation procedures, and procedures for reporting ratings.

Administers and coordinates departmental advocacy operations and activities, ensures the appropriate preparation and presentation of cases involving department disciplinary actions and charges of discrimination which may be appealed to the Civil Service Commission.

Ensures that departmental positions are properly classified, initiates classification studies, screens study requests from operating divisions, provides results of studies to the Chief Executive Office (CEO) for approval, and transmits classification decisions to supervisors and employees.

Administers a decentralized examining program, including examination bulletin preparation, application processing, development and administration of examination components and preparation of eligible lists in accordance with Civil Service Rules and DHR policies and procedures.

Liaisons with other departments, public employment services, schools, and other agencies in matters of recruitment and selection.

Manages the maintenance of an employee records and oversees and verifies processing of all departmental personnel transactions, including new employee intake, employee transfer and reassignment, and vacation, sick leave, family leave, overtime, leave of absence reinstatements, restorations, lay-offs, and other similar personnel actions.

Analyzes employee turnover and separation statistics and administers a program of exit interviews for resigning, terminating or transferring

employees and interviews employees as necessary.

Manages and administers department employee relations activities including representing the department in collective bargaining, administration of agreements, and assists in arbitration.

Manages department return-to-work, safety and risk management programs including the development of policies, procedures, training programs and report preparation.

Confers with CEO, DHR, and the Auditor-Controller Department on payroll, salary and other personnel programs and policies.

Assists in the preparation of the salaries and employee benefits portion of the annual budget and advises administration on such matters as delineation of duties and responsibilities of new positions, need and justifications for new positions, and the preparation of the necessary duties statements.

Assists management in determining staff development needs and in planning, developing, and carrying out training programs to meet such needs under the general supervision of the DHR.

Requirements

MINIMUM REQUIREMENTS

OPTION 1: Graduation from an accredited* college or university with a Bachelor's degree** in Business Administration, Public Administration, Human Resource Management, Industrial/Organizational Psychology, or a closely related field -AND- Two years of highly responsible experience supervising professional-level staff conducting technical human resources work in areas such as recruitment and selection, discipline/advocacy, classification, and/or, employee relations one year of which must have been at the level of the County of Los Angeles class of Administrative Services Manager III***, Personnel Officer III****, Principal Analyst, Human Resources*****, Section Manager, Administration, ISD*****, or higher.

OPTION 2: Five years of highly responsible administrative experience performing the more difficult technical human resources work; two years of which must have been supervising professional-level staff conducting technical human resources work in areas such as recruitment and selection, discipline/advocacy, classification, and/or employee relations one year of which must have been at the level of the County of Los Angeles class of Administrative Services Manager III***, Personnel Officer III****, Principal Analyst, Human Resources*****, Section Manager, Administration, ISD*****, or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable
Qualifications

- Professional certification***** from Society for Human Resource Management (SHRM) or International Public Management Association For Human Resources (IPMA-HR), or an equivalent generalist professional certificate from a professional human resources organization.

Special Requirement
Information

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present written proof during the examination process of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

If you are SOLELY using an approved appropriate VOEL to qualify you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying with a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**In order to receive credit for any degree, such as a Bachelor, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

***Experience at the level of Administrative Services Manager III in the County of Los Angeles is defined as: directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

****Experience at the level of Personnel Officer III in the County of Los Angeles is defined as: develops and administers a comprehensive integrated personnel program for one of the larger County departments or hospitals.

*****Experience at the level of Principal Analyst, Human Resources in the County of Los Angeles is defined as: having responsibility for major programs providing operating departments with professional services in administration of Countywide human resources programs.

*****Experience at the level of Section Manager, Administration, ISD in the County of Los Angeles is defined as: manages the activities of an administrative section of the Internal Services Department (ISD).

*****In order to receive credit for professional certification, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certification with your application

Accreditation
Information

at the time of filing or during the examination process.

*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of TWO (2) parts:

PART I:

A Work Styles Assessment (WSA) written test administered using a computer, weighted 50%. The WSA will measure deductive reasoning ability, director potential, director judgment, leadership professionalism, drive for results, building relationships, self motivation, and business acumen.

Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.

PART II:

An interview weighted 50%. The interview will assess professional certifications, knowledge, and experience; interpersonal and communication skills; problem solving; and leadership.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?>

[action=showEntry&data=1444](#)

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies at various departments in the County of Los Angeles.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE</u> only. Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 p.m., PST, Thursday, September 27, 2012.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=8371BR

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who many not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Search tab, and then click on County of Los Angeles Bulletin Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2084
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration

Job Type	Professional
----------	--------------

Bulletin Number	8368BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL HUMAN RESOURCES MANAGER I
Exam Number	R1883C
Filing Type	Standard
Filing Start Date	09/10/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	6676.12
Salary Maximum	10104.85
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a small size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations. Positions allocable to this class typically report to an administrative deputy or higher-level executive manager and are responsible for planning, directing, administering and evaluating all human resource functions for a small size County Department with significant personnel operations and activities. These positions have responsibility for the administration and direct oversight of departmental human resources functions including policy development and application, recruitment and examination, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return to Work, personnel operations and personnel records, and other human resources functional areas. Departmental Human Resources Manager I positions assists executive level managers in the development, implementation, and evaluation of departmental short and long term human resources related strategic goals and objectives; and provide strategic direction and recommendations to executive management on personnel management issues that impact departmental organizational structure, operations, and programs.

**Essential Job
Functions**

Plans, organizes, directs and evaluates the work of a unit in human resources program areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations; ensures the operations and human resources services are effectively integrated with the service needs of the department and operations of other divisions.

Develops, recommends, and implements human resources program strategies and initiatives to accomplish short and long-range planning objectives and recommends administrative, operational and systems improvements to enhance effectiveness and integrity.

Evaluates and directs changes to department-wide personnel policies and practices to comply with local, State and Federal personnel/employment laws and personnel rules and labor contracts.

Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.

Develops procedures for handling employee problems and arranges for specialized assistance for employees as needed.

Administers department-wide performance management programs within the framework established by the Department of Human Resources (DHR), and acts as liaison with the staff of the DHR on appeals on ratings, actions to discharge or reduce probationers, evaluation procedures, and procedures for reporting ratings.

Administers and coordinates departmental advocacy operations and activities, ensures the appropriate preparation and presentation of cases involving department disciplinary actions and charges of discrimination which may be appealed to the Civil Service Commission.

Ensures that departmental positions are properly classified, initiates classification studies, screens study requests from operating divisions, provides results of studies to the Chief Executive Office (CEO) for approval, and transmits classification decisions to supervisors and employees.

Administers a decentralized examining program, including examination bulletin preparation, application processing, development and administration of examination components and preparation of eligible lists in accordance with Civil Service Rules and DHR policies and procedures.

Liaisons with other departments, public employment services, schools, and other agencies in matters of recruitment and selection.

Manages the maintenance of an employee records and oversees and verifies processing of all departmental personnel transactions, including new employee intake, employee transfer and reassignment, and vacation, sick leave, family leave, overtime, leave of absence reinstatements, restorations, lay-offs, and other similar personnel actions.

Analyzes employee turnover and separation statistics and administers a program of exit interviews for resigning, terminating or transferring

employees and interviews employees as necessary.

Manages and administers department employee relations activities including representing the department in collective bargaining, administration of agreements, and assists in arbitration.

Manages department return-to-work, safety and risk management programs including the development of policies, procedures, training programs and report preparation.

Confers with CEO, DHR, and the Auditor-Controller Department on payroll, salary and other personnel programs and policies.

Assists in the preparation of the salaries and employee benefits portion of the annual budget and advises administration on such matters as delineation of duties and responsibilities of new positions, need and justifications for new positions, and the preparation of the necessary duties statements.

Assists management in determining staff development needs and in planning, developing, and carrying out training programs to meet such needs under the general supervision of the DHR.

Requirements

MINIMUM REQUIREMENTS

OPTION 1: Graduation from an accredited* college or university with a Bachelor's degree** in Business Administration, Public Administration, Human Resource Management, Industrial/Organizational Psychology, or a closely related field -and- Two years of experience performing difficult technical personnel work at the level of the County of Los Angeles class of Senior Departmental Personnel Technician***.

OPTION 2: Four years of progressively responsible experience in a staff capacity**** performing human resources work, two years of which must have been at the level of the County Los Angeles class of Senior Departmental Personnel Technician*** or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable
Qualifications

- Professional certification***** from Society for Human Resource Management (SHRM) or International Public Management Association For Human Resources (IPMA-HR), or an equivalent generalist professional certificate from a professional human resources organization.

**Special Requirement
Information**

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present written proof during the examination process of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative

If you are SOLELY using an approved appropriate VOEL to qualify you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying under a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

****In order to receive credit for any degree, such as a Bachelor degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.**

*****Experience at the level of Senior Departmental Personnel Technician in the County of Los Angeles is defined as: performs the more difficult technical personnel work in a County department or supervises the day-to-day work of a small unit comprised of technical personnel and clerical staff of the personnel office of a medium-sized department.**

******Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.**

*******In order to receive credit for professional certification, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certification with your application at the time of filing or during the examination process.**

**Accreditation
Information**

***Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content	<p>This examination will consist of TWO (2) parts:</p> <p><u>PART I:</u> A Work Styles Assessment (WSA) written test administered using a computer, weighted 50%. The WSA will measure deductive reasoning ability, director potential, director judgment, leadership professionalism, drive for results, building relationships, self motivation, and business acumen.</p> <p>Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.</p> <p><u>PART II:</u> An interview weighted 50%. The interview will assess professional certifications, knowledge, and experience; interpersonal and communication skills; problem solving; and leadership.</p> <p>This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.</p>
Special Information	<p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:</p> <ul style="list-style-type: none">• An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov <p>Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."</p> <ul style="list-style-type: none">• You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444 <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies at various departments in the County of Los Angeles.</p>

Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE</u> only. Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 p.m., PST, Thursday, September 27, 2012.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=8368BR

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Search Tab, and then click on County of Los Angeles Bulletin Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2084
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration
Job Type	Professional

Bulletin Number	8370BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL HUMAN RESOURCES MANAGER II
Exam Number	R1884D
Filing Type	Standard
Filing Start Date	09/10/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	7715.09
Salary Maximum	11677.42
Special Salary Information	Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
Position/Program Information	Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a medium size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations. Positions allocable to this class typically report to an administrative deputy or higher-level executive manager and are responsible for planning, directing, administering and evaluating all human resource functions for a medium size County Department with extensive human resources operations and activities. This responsibility includes the management and direct oversight of departmental personnel functions including policy development and application, examination and recruitment, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return-to-Work programs, personnel operations and personnel records, and other human resources functional areas. In addition, positions assists executive level managers in the development, implementation, and evaluation of departmental short and long term human resources related strategic goals and objectives; and provide strategic direction and recommendations to executive management on personnel management issues that impact departmental organizational structure, operations, and programs. Departmental Human Resources Manager II positions are distinguished by a combination of factors including the size and complexity of the departmental operations, employee population, number of occupational groups and classifications, and extent of authority in determining complex departmental human resources policies and procedures, and extensive employee relations activities.

**Essential Job
Functions**

Plans, organizes, directs and evaluates the work of sections in broad human resources program areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations; ensures the operations and human resources services are effectively integrated with the service needs of the department and operations of other divisions.

Develops and implements human resources program strategies and initiatives to accomplish short and long-range planning objectives and recommends administrative, operational and systems improvements to enhance effectiveness and integrity.

Evaluates and directs changes to department-wide personnel policies and practices to comply with local, State and Federal personnel/employment laws and personnel rules and labor contracts.

Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.

Develops procedures for handling employee problems and arranges for specialized assistance for employees as needed.

Administers department-wide performance management programs within the framework established by the Department of Human Resources (DHR), and acts as liaison with the staff of the DHR on appeals on ratings, actions to discharge or reduce probationers, evaluation procedures, and procedures for reporting ratings.

Administers and coordinates departmental advocacy operations and activities, ensures the appropriate preparation and presentation of cases involving department disciplinary actions and charges of discrimination which may be appealed to the Civil Service Commission.

Ensures that departmental positions are properly classified, initiates classification studies, screens study requests from operating divisions, provides results of studies to the Chief Executive Office (CEO) for approval, and transmits classification decisions to supervisors and employees.

Administers a decentralized examining program, including examination bulletin preparation, application processing, development and administration of examination components and preparation of eligible lists in accordance with Civil Service Rules and DHR policies and procedures.

Liaisons with other departments, public employment services, schools, and other agencies in matters of recruitment and selection.

Manages the maintenance of an employee records and oversees and verifies processing of all departmental personnel transactions, including new employee intake, employee transfer and reassignment, and vacation, sick leave, family leave, overtime, leave of absence reinstatements, restorations, lay-offs, and other similar personnel actions.

Analyzes employee turnover and separation statistics and administers a program of exit interviews for resigning, terminating or transferring

employees and interviews employees as necessary.

Manages and administers department employee relations activities including representing the department in collective bargaining, administration of agreements, and assists in arbitration.

Manages department return-to-work, safety and risk management programs including the development of policies, procedures, training programs and report preparation.

Confers with CEO, DHR, and the Auditor-Controller Department on payroll, salary and other personnel programs and policies.

Assists in the preparation of the salaries and employee benefits portion of the annual budget and advises administration on such matters as delineation of duties and responsibilities of new positions, need and justifications for new positions, and the preparation of the necessary duties statements.

Assists management in determining staff development needs and in planning, developing, and carrying out training programs to meet such needs under the general supervision of the DHR.

Requirements

MINIMUM REQUIREMENTS

OPTION 1: Graduation from an accredited* college or university with a Bachelor's degree** in Business Administration, Public Administration, Human Resource Management, Industrial/Organizational Psychology, or a closely related field - AND - Two years of experience supervising professional staff in a human resources office, one year of which must have been at the level of the County of Los Angeles class of Head Departmental Personnel Technician***.

OPTION 2: Five years of experience in a staff capacity**** analyzing and making recommendations for the solution of problems related to organization, procedure, program, budget, or personnel, two years of the required experience must have been supervising professional staff in a human resources office, one year of which must have been at the level of the County of Los Angeles class of Head Departmental Personnel Technician***.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Professional certification***** from Society for Human Resource Management (SHRM) or International Public Management Association For Human Resources (IPMA-HR), or an equivalent generalist professional certificate from a professional human resources organization.

Special Requirement
Information

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present written proof during the examination process of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

If you are SOLELY using an approved appropriate VOEL to qualify you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying with a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**In order to receive credit for any degree, such as a Bachelor, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

***Experience at the level of Head Departmental Personnel Technician in the County of Los Angeles is defined as: heads a major technical section of a large central departmental personnel office.

****Staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration for the solution of problems such as organization, use of personnel, budget allocation and funds, workload and/or workload fluctuations, or programs and procedures for accomplishing work objectives.

*****In order to receive credit for professional certification, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certifications with your application at the time of filing or during the examination process.

Accreditation
Information

*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content	<p>This examination will consist of TWO (2) parts:</p> <p><u>PART I:</u> A Work Styles Assessment (WSA) written test administered using a computer, weighted 50%. The WSA will measure deductive reasoning ability, director potential, director judgment, leadership professionalism, drive for results, building relationships, self motivation, and business acumen.</p> <p>Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.</p> <p><u>PART II:</u> An interview weighted 50%. The interview will assess professional certifications, knowledge, and experience; interpersonal and communication skills; problem solving; and leadership.</p> <p>This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.</p> <p>WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.</p>
Special Information	<p>TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:</p> <ul style="list-style-type: none">• An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at: http://hr.lacounty.gov Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."• You can also access practice tests for the computerized version of the test by going to the following website: http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444 <p>While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.</p>
Vacancy Information	<p>The resulting eligible list for this examination will be used to fill vacancies at various departments in the County of Los Angeles.</p>

Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE</u> only. Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 p.m., PST, Thursday, September 27, 2012.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=8370BR

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Search Tab, and then click on the County of Los Angeles Bulletin Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2084
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 897-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration
Job Type	Professional

Bulletin Number	8371BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL HUMAN RESOURCES MANAGER III
Exam Number	R1885E
Filing Type	Standard
Filing Start Date	09/10/2012
Filing End Date	09/28/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	8915.76
Salary Maximum	13494.72
Position/Program Information	<p>Directs the planning, development, implementation and administration of a comprehensive integrated human resources program for a large size County department; and ensures departmental compliance with local, County, State and Federal personnel and employment related laws and regulations. Positions allocable to this class typically report to an administrative deputy or higher-level executive manager and are responsible for planning, directing, administering and evaluating all human resource functions for a large size County Department with very extensive human resources operations and activities. This responsibility includes the management and direct oversight of departmental human resources functions including policy development and application, examination and recruitment, classification and salary administration, employee relations, staff development, performance management, discipline and advocacy, benefits and retirement, Workers' Compensation and Return-to-Work programs, personnel operations and personnel records, and other human resources functional areas. In addition, positions assist executive level managers in the development, implementation, and evaluation of departmental short and long term human resources related strategic goals and objectives; and provide strategic direction and recommendations to executive management on personnel management issues that impact departmental organizational structure, operations, and programs. Departmental Human Resources Manager III positions are distinguished by a combination of factors including the size and complexity of departmental operations, employee population, number of occupational groups and classifications, and extent of authority in determining complex departmental human resources policies and procedures, and extensive employee relations activities.</p>

**Essential Job
Functions**

Plans, organizes, directs and evaluates the work of sections in broad human resources program areas such as recruitment and selection, classification and salary administration, discipline and advocacy, and employee relations; ensures the operations and human resources services are effectively integrated with the service needs of the department and operations of other divisions.

Develops and implements human resources program strategies and initiatives to accomplish short and long-range planning objectives and recommends administrative, operational and systems improvements to enhance effectiveness and integrity.

Evaluates and directs changes to department-wide personnel policies and practices to comply with local, State and Federal personnel/employment laws and personnel rules and labor contracts.

Advises management, supervisors and employees on the appropriate application of personnel policies, standards, regulations, procedures and practices.

Develops procedures for handling employee problems and arranges for specialized assistance for employees as needed.

Administers department-wide performance management programs within the framework established by the Department of Human Resources (DHR), and acts as liaison with the staff of the DHR on appeals on ratings, actions to discharge or reduce probationers, evaluation procedures, and procedures for reporting ratings.

Administers and coordinates departmental advocacy operations and activities, ensures the appropriate preparation and presentation of cases involving department disciplinary actions and charges of discrimination which may be appealed to the Civil Service Commission.

Ensures that departmental positions are properly classified, initiates classification studies, screens study requests from operating divisions, provides results of studies to the Chief Executive Office (CEO) for approval, and transmits classification decisions to supervisors and employees.

Administers a decentralized examining program, including examination bulletin preparation, application processing, development and administration of examination components and preparation of eligible lists in accordance with Civil Service Rules and DHR policies and procedures.

Liaisons with other departments, public employment services, schools, and other agencies in matters of recruitment and selection.

Manages the maintenance of an employee records and oversees and verifies processing of all departmental personnel transactions, including new employee intake, employee transfer and reassignment, and vacation, sick leave, family leave, overtime, leave of absence reinstatements, restorations, lay-offs, and other similar personnel actions.

Analyzes employee turnover and separation statistics and administers a program of exit interviews for resigning, terminating or transferring

employees and interviews employees as necessary.

Manages and administers department employee relations activities including representing the department in collective bargaining, administration of agreements, and assists in arbitration.

Manages department return-to-work, safety and risk management programs including the development of policies, procedures, training programs and report preparation.

Confers with CEO, DHR, and the Auditor-Controller Department on payroll, salary and other personnel programs and policies.

Assists in the preparation of the salaries and employee benefits portion of the annual budget and advises administration on such matters as delineation of duties and responsibilities of new positions, need and justifications for new positions, and the preparation of the necessary duties statements.

Assists management in determining staff development needs and in planning, developing, and carrying out training programs to meet such needs under the general supervision of the DHR.

Requirements

MINIMUM REQUIREMENTS

OPTION 1: Graduation from an accredited* college or university with a Bachelor's degree** in Business Administration, Public Administration, Human Resource Management, Industrial/Organizational Psychology, or a closely related field -AND- Two years of highly responsible experience supervising professional-level staff conducting technical human resources work in areas such as recruitment and selection, discipline/advocacy, classification, and/or, employee relations one year of which must have been at the level of the County of Los Angeles class of Administrative Services Manager III***, Personnel Officer III****, Principal Analyst, Human Resources****, Section Manager, Administration, ISD*****, or higher.

OPTION 2: Five years of highly responsible administrative experience performing the more difficult technical human resources work; two years of which must have been supervising professional-level staff conducting technical human resources work in areas such as recruitment and selection, discipline/advocacy, classification, and/or employee relations one year of which must have been at the level of the County of Los Angeles class of Administrative Services Manager III***, Personnel Officer III****, Principal Analyst, Human Resources****, Section Manager, Administration, ISD*****, or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable
Qualifications

- Professional certification***** from Society for Human Resource Management (SHRM) or International Public Management Association For Human Resources (IPMA-HR), or an equivalent generalist professional certificate from a professional human resources organization.

Special Requirement
Information

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present written proof during the examination process of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

If you are SOLELY using an approved appropriate VOEL to qualify you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying with a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**In order to receive credit for any degree, such as a Bachelor, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing or during the examination process.

***Experience at the level of Administrative Services Manager III in the County of Los Angeles is defined as: directs a section composed of multiple units responsible for providing administrative services which directly impact the management of major departmental programs and administrative operations.

****Experience at the level of Personnel Officer III in the County of Los Angeles is defined as: develops and administers a comprehensive integrated personnel program for one of the larger County departments or hospitals.

*****Experience at the level of Principal Analyst, Human Resources in the County of Los Angeles is defined as: having responsibility for major programs providing operating departments with professional services in administration of Countywide human resources programs.

*****Experience at the level of Section Manager, Administration, ISD in the County of Los Angeles is defined as: manages the activities of an administrative section of the Internal Services Department (ISD).

*****In order to receive credit for professional certification, you must include a legible copy of the certificate or official letter from the appropriate institution which shows completion of the certification with your application

Accreditation
Information

at the time of filing or during the examination process.

*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

This examination will consist of TWO (2) parts:

PART I:

A Work Styles Assessment (WSA) written test administered using a computer, weighted 50%. The WSA will measure deductive reasoning ability, director potential, director judgment, leadership professionalism, drive for results, building relationships, self motivation, and business acumen.

Candidates who are unsuccessful on the written test will be notified by mail. Written scores cannot be given over the phone.

PART II:

An interview weighted 50%. The interview will assess professional certifications, knowledge, and experience; interpersonal and communication skills; problem solving; and leadership.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores may be transferred to the new examination and you may not be allowed to retake any identical test part(s) for at least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?>

[action=showEntry&data=1444](#)

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information	The resulting eligible list for this examination will be used to fill vacancies at various departments in the County of Los Angeles.
Eligibility Information	The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	All applicants are required to submit a Standard County of Los Angeles Employment Application <u>ONLINE</u> only. Applications will not be accepted by mail, fax, or in person.

Applicants must submit their applications by 5:00 p.m., PST, Thursday, September 27, 2012.

INSTRUCTIONS FOR FILING ONLINE:

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=8371BR

Applicants may upload required or additional documents (i.e. copy of degree, certification, etc.) as attachment(s) at the time of filing or during the examination process.

The acceptance of your application depends on whether you have clearly shown that you meet the MINIMUM REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who many not have regular access to a computer or the internet, applications can be completed on computers at public libraries through Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los
Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Search tab, and then click on County of Los Angeles Bulletin Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2084
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	(213) 738-2057
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Alternate TTY Phone	(800) 897-0077
Job Field	Administration

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK

Jail Mental Health Services, Inmate Reception Center is seeking a highly qualified individual to fill a full time Intermediate Typist Clerk position for the Inmate Reception Center. This individual must possess the ability to function fluidly in a fast-paced working environment.

RESPONSIBILITIES:

- Opening and Closing of MH Charts in IS System
- Data Entry of Daily Service Logs in IS System.
- Answer telephone, take messages for staff and route calls appropriately
- Assist with timekeeping for the program.
- Faxing, filing, and organizing projects.
- Having a strong knowledge of computer programs: Word, Excel, Outlook, Integrated System (IS)
- Other duties as assigned: assist supervisors to monitor ROTOs, staffing schedules for the team.

DESIRABLE QUALIFICATIONS:

- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Have strong verbal and written communication skills
- Being highly motivated, maintain a positive attitude
- Ability to work independently and as a team player
- Strong knowledge of the IS System
- Ability to work independently and as a team player
- Strong interpersonal skills

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations no later than September 28, 2012 to:

Laura Bastianelli, RN
Mental Health Clinical Program Head
Jail Mental Health Services
lrbastia@lasd.org
(213) 893-5851 or 5211 Fax: (323) 415-7253

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OR PROMOTIONAL OPPORTUNITY



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

MENTAL HEALTH CLINICAL PROGRAM HEAD

Countywide Resource Management (CRM) is recruiting a Mental Health Clinical Program Head for a new program, the Community Reintegration Program (CRP). The recent passage of Assembly Bill (AB) 109, the 2011 Public Safety Realignment Legislation, will result in a significant number of prison inmates no longer being released to traditional State Parole. Effective October 1, 2011, certain offenders of non-violent, non-serious crimes will be released to Post-Release Community Supervision (PRCS), upon completion of their prison term. It is estimated that approximately 30% of these inmates will be mentally ill. CRM-CRP was established to provide mental health screening/triage and linkage to community-based mental health treatment for these individuals. This situation affords staff the opportunity to participate in the development and implementation of a new program that has high visibility throughout the state. This position is located at **1925 Daly Street, 2nd floor, Los Angeles, CA 90031**.

ESSENTIAL JOB DUTIES:

- Manage the administrative, clinical, integrative, and fiscal operations under the Countywide Resource Management (CRM) for Assembly Bill (AB) 109 Programs including the CRM-Post Release Community Supervision (PRCS) program.
- Provide leadership and management to maximize client flow between higher levels of care and community-based mental health services and supports including the planning and implementation of programs on an ongoing basis that promote transition of certain offenders of non-violent, non-serious crimes who completed their prison term and other high-need clients in order to successfully transition clients to less restrictive, and less costly, treatment settings.
- Direct the evaluation of programs, contractors and DMH staff, utilizing outcomes to ensure services are addressing the unique needs of clients served, including those with co-occurring behavioral disorders, maintain quality assurance and other internal control measures to ensure that services are rendered in compliance with the terms of the contracts and meet all County, State and Federal requirements as well as professional standards.
- Represent the District Chief in the event of absence at meetings with other County departments, State and Federal agencies (including California Department of Corrections and Rehabilitation), and other public and private agencies.

DESIRABLE QUALIFICATIONS:

- Experience in program oversight and management.
- Strong administrative, organizational, and supervisory skills.
- Experience in team-building, developing, and maintaining staff morale.
- Forensic and mental health expertise in the management of clients with mental illnesses and co-occurring substance disorder treatment programs.
- Strong verbal and written communication skills.
- Ability to represent the county well and communicate effectively with others in the public and private sectors.
- Experience interacting with the community in developing innovative service delivery programs and networks.
- Ability to establish, implement, and achieve center and departmental goals and objectives.
- Highly-skilled in working with Microsoft Office, including Word, Excel, PowerPoint, Publisher, Visio, and Outlook.

Interested applicants holding the payroll title of Mental Health Clinical Program Head are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records **by 5:00 PM on Friday, September 28, 2012**, to:

**Mary Marx, LCSW
Mental Health Clinical District Chief
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031**

**FAX: (323) 276-3009 or
Email: Margarita Meza at mmeza@dmh.lacounty.gov**

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN

Close

Bulletin Number	4416BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PAYROLL CLERK I
Exam Number	R1331E
Filing Type	Standard
Filing Start Date	09/04/2012
Filing End Date	09/25/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2688.55
Salary Maximum	3607.91
Position/Program Information	Processes the payroll for a segment of a County departmental or Health Services payroll operation.

CLASSIFICATION STANDARDS:

Positions allocable to this class are assigned to the central payroll section of a department and have responsibility for processing a segment of the department's payroll using the County's payroll system. This position is differentiated from a Payroll Clerk II who processes a segment of a complex payroll which is defined as one that is comprised of a primary 24-hour, 7 day/week and/or a primary 56-hour shift operation, with a very large number of Memoranda of Understanding (MOU) and/or County Code provisions requiring a significant knowledge and application of numerous and variable special pay practices, pay provisions and pay plans for populous classes. This position is differentiated from the timekeeping position of Senior Clerk who reviews and records time reports and maintains time records for employees on a full-time basis. Incumbents perform work within the framework of established procedures as defined by the Auditor-Controller, Department of Human Resources, and Chief Administrative Office. Typically, the work is performed under the supervision of a payroll supervisor.

Essential Job Functions

- Resolves problems and complaints arising from customer dissatisfaction, interpersonal conflicts, errors or misunderstandings related to the work, etc. to promote customer satisfaction, internal harmony, and quality end-results.
- Gathers qualitative and quantitative information from individuals, records, and/or files in order to process the information, answer questions, solve problems, etc.
- Checks and compares qualitative and quantitative information contained in various documents and forms to verify the accuracy and completeness of the information contained therein. Indexes, codes, and cross-references records or files (e.g., numerically, alphabetically, by subject, etc.) in order to facilitate access and retrieval.
- Files and/or posts information, and/or stores supplies and/or materials according to a preestablished coding scheme (e.g., numerically, alphabetically, by subject, etc.) by inserting the information into the appropriate forms or files, or placing supplies and/or materials in the proper location to facilitate their access and

retrieval.

- Performs basic mathematical calculations using a hand-held calculator or a computer and appropriate software (e.g., spreadsheet or database) in order to verify information or make determinations.
- Prepares a variety of documents using a computer word processing, spreadsheet, database, and/or email application in order to effectively communicate information to various individuals (e.g., coworkers, supervisors, members of the public, customers, etc.).
- Interacts with a variety of individuals (e.g., coworkers, supervisors, members of the public, customers, etc.) when sharing information, requesting assistance, answering questions, gathering information, etc. in order to communicate information, gather information, and provide assistance.
- Operates various office machines and/or equipment incidental to the performance of other duties (e.g., printing information retrieved from files, calculating fees, sharing information, etc.).
- Leads clerical staff in performing payroll activities including training or assisting in training staff in routine procedures, and reviewing the quality of work to ensure payroll tasks are performed efficiently and effectively.
- Conducts new employee administrative tasks including using a computer and fingerprinting hardware and following County policies and procedures to facilitate the hiring process.

Requirements

SELECTION REQUIREMENTS:

Six months of specialized office clerical experience performing the full-time timekeeping duties of reviewing and recording CWTAPPS/eCAPS payroll documents or time records in the service of the County of Los Angeles at the level of Senior Clerk*.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information

*Experience at the level of Los Angeles County's class of Senior Clerk is defined as performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level or different position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

Note: If you are SOLELY using an approved appropriate VOEL to qualify, you MUST meet the full six-month experience requirement mentioned above. No withhold rights will be given to applicants SOLELY qualifying under a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this

examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

Examination Content

This examination will consist of **TWO** (2) parts:

PART I: A Job Knowledge written test covering provisions of Los Angeles County Code pertaining to salaries and benefits **weighted 20%**.

PART II: A written test that contains of both computerized and paper and pencil components which consist of two (2) sections **weighted 80%**.

Section 1: A Broad-Based Employment Skills Test (B-BEST) which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, and customer service.

SECTION 2: A computerized Work Styles Assessment (WSA) covering Potential for Success, Dependability, Customer Service, Conscientiousness, Commitment, and Customer Focus.

Candidates who are unsuccessful of the written test will be notified by mail. Written scores cannot be given over the phone.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of on-line application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least a year.

TRANSFER OF SCORES:

Applicants that have taken any identical written test part(s) for the following exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination upon acceptance of their ON-LINE application:

- Clerical Series - Exam No. 221
- Forensic Attendant - Exam No. 237
- Head Clerk - Exam No. 181
- Intermediate Supervising Clerk - Exam No. 157
- Procurement Aid - Exam No. R2343G
- Procurement Assistant I - Exam No. R2344E
- Procurement Assistant II - Exam No. R2346F
- Secretary I - Exam No. R2094E
- Secretary II - Exam No. R2095F
- Secretary III - Exam No. R2096E
- Secretary IV - Exam No. R2097E
- Secretary V - Exam No. R2098F
- Senior Clerical Series - Exam No. 123
- Senior Secretary I - Exam No. R2100B
- Senior Secretary II - Exam No. R2101F
- Senior Secretary I - Exam No. R2102K
- Supervising Clerical Series - Exam No. 116

- Warehouse Worker I - Exam No. 145

Applicants who have participated in the above mentioned exams but **have not** taken the the Job Knowledge written test component will have to take **Part I** of this examination upon acceptance of their ON-LINE application.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Payroll Clerk II (Exam No. R1334E) will take the written tests one time. The resulting score will be transferred to both examinations for which you applied (Payroll Clerk I - R1331E and Payroll Clerk II - R1334E).

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

ALL NOTIFICATIONS (e.g. Notice of Written Test Admittance Letter, Notice of Non-Acceptance, etc.) WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON BOTH TEST PARTS IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies throughout the County of Los Angeles.

**Eligibility
Information**

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their group for a period of twelve (12) months following the date of promulgation.

Available Shift

Day

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet

**Application and
Filing
Information**

the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.

Applicants are required to submit a standard Los Angeles County Employment Application **ONLINE** only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the **SELECTION REQUIREMENTS** . Please fill out the application completely and correctly so that you will receive full credit for related education and/or experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

ALL APPLICANTS MUST COMPLETE AND SUBMIT THEIR APPLICATIONS ONLINE (via electronic submission) BY 5:00 PM (PST) ON SEPTEMBER 25, 2012. APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.

TO APPLY ONLINE, CLICK THE LINK THAT READS " APPLY TO JOB " ONLINE SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION ON-LINE.

APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e. official transcripts, diploma, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.

SOCIAL SECURITY NUMBER:

All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs (if any) can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their **OWN** user ID

and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support

Close

Close

Bulletin Number	4477BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	PAYROLL CLERK II
Exam Number	R1334E
Filing Type	Standard
Filing Start Date	09/04/2012
Filing End Date	09/25/2012
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	2913.00
Salary Maximum	3910.18
Benefits Information	Represented Employees • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	DEFINITION: Has full responsibility for or processes the payroll for a segment of a complex County departmental or Health Services payroll operation; or, performs the more difficult and specialized payroll assignments. CLASSIFICATION STANDARDS: Positions allocable to this class either: (1) Process the payroll for a complex payroll operation defined as one that is comprised of a primary 24-hour, 7 day/week and/or a primary 56-hour shift operation, with a very large number of Memoranda of Understanding (MOU) and/or County Code provisions requiring a significant knowledge and application of numerous and variable special pay practices, pay provisions and plans for populous classes and are found in the Fire, Sheriff's, and Probation Departments, and the hospitals in the Department of Health Services; (2) act as an in-charge departmental payroll clerk with responsibility for processing and certifying the accuracy of the payroll; or (3) act as assistant to a payroll supervisor by resolving the more difficult payroll problems and completing the more difficult specialized assignments. This position is differentiated from the timekeeping position of Senior Clerk who reviews and records time reports and maintains time records for employees on a full-time basis. Incumbents work on the automated Countywide Timekeeping and Payroll Personnel System. Typically, the work is performed under the supervision of a payroll or personnel supervisor.
Essential Job Functions	<ul style="list-style-type: none"> • Performs in a lead capacity in a payroll section including certifying the accuracy of the payroll. • Resolves problems and complaints arising from customer dissatisfaction, interpersonal conflicts, errors or misunderstandings related to the work, etc. to promote customer satisfaction, internal harmony, and quality end-results. • Gathers qualitative and quantitative information from individuals, records, and/or files in order to process the information, answer questions, solve problems, etc.

- Checks and compares qualitative and quantitative information contained in various documents and forms to verify the accuracy and completeness of the information contained therein. Indexes, codes, and cross-references records or files (e.g., numerically, alphabetically, by subject, etc.) in order to facilitate access and retrieval.
- Files and/or posts information, and/or stores supplies and/or materials according to a preestablished coding scheme.
- Performs basic mathematical calculations using a hand-held calculator or a computer and appropriate software (e.g., spreadsheet or database) in order to verify information or make determinations.
- Prepares a variety of documents using a computer word processing, spreadsheet, database, and/or email application in order to effectively communicate information to various individuals (e.g., coworkers, supervisors, members of the public, customers, etc.).
- Interacts with a variety of individuals (e.g., coworkers, supervisors, members of the public, customers, etc.) when sharing information, requesting assistance, answering questions, gathering information, etc. in order to communicate information, gather information, and provide assistance.
- Operates various office machines and/or equipment incidental to the performance of other duties.

Requirements**SELECTION REQUIREMENTS:**

OPTION I: One year's payroll clerical experience in a central payroll office of a County department at the level of a Payroll Clerk I*.

OPTION II: Two years specialized office clerical experience performing the full-time timekeeping duties of reviewing and recording CWTAPPS/eCAPS payroll documents or time records in Los Angeles County service at the level of a Senior Clerk**.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information

*Experience at the level of Los Angeles County's class of Payroll Clerk I is defined as processes the payroll for a segment of a County department or Health Services payroll operation.

**Experience at the level of Los Angeles County's class of Senior Clerk is defined as performs highly specialized clerical duties requiring a highly specialized knowledge of a particular function with responsibility for applying proper procedures and for carrying out the work with only general direction.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level or different position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Departmental Human Resources Manager or authorized representative.

Note: If you are SOLELY using an approved appropriate VOEL to qualify, you MUST meet the full experience requirement mentioned above. No withhold rights will be given to applicants SOLELY

qualifying under a VOEL.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements at the time of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**Examination
Content**

This examination will consist of **TWO** (2) parts:

PART I: A Job Knowledge written test covering provisions of Los Angeles County Code pertaining to salaries and benefits **weighted 20%**.

PART II: A written test that contains of both computerized and paper and pencil components which consist of two (2) sections **weighted 80%**.

Section 1: A Broad-Based Employment Skills Test (B-BEST) which consists of written expression, reading comprehension, data analysis and decision-making, office practices and procedures, and customer service.

SECTION 2: A computerized Work Styles Assessment (WSA) covering Potential for Success, Dependability, Customer Service, Conscientiousness, Commitment, and Customer Focus.

Candidates who are unsuccessful of the written test will be notified by mail. Written scores cannot be given over the phone.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of on-line application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test part(s) for at least a year.

TRANSFER OF SCORES:

Applicants that have taken any identical written test part(s) for the following exams within the last twelve (12) months, will have their written test scores for the identical test part(s) automatically transferred to this examination upon acceptance of their ON-LINE application:

- Clerical Series - Exam No. 221
- Forensic Attendant - Exam No. 237
- Head Clerk - Exam No. 181
- Intermediate Supervising Clerk - Exam No. 157
- Procurement Aid - Exam No. R2343G
- Procurement Assistant I - Exam No. R2344E
- Procurement Assistant II - Exam No. R2346F
- Secretary I - Exam No. R2094E
- Secretary II - Exam No. R2095F
- Secretary III - Exam No. R2096E
- Secretary IV - Exam No. R2097E
- Secretary V - Exam No. R2098F
- Senior Clerical Series - Exam No. 123

- Senior Secretary I - Exam No. R2100B
- Senior Secretary II - Exam No. R2101F
- Senior Secretary I - Exam No. R2102K
- Supervising Clerical Series - Exam No. 116
- Warehouse Worker I - Exam No. 145

Applicants who have participated in the above mentioned exams but **have not** taken the the Job Knowledge written test component will have to take **Part I** of this examination upon acceptance of their ON-LINE application.

Applicants who have not participated in the above mentioned exams and are also concurrently applying for Payroll Clerk I (Exam No. R1331E) will take the written tests one time. The resulting score will be transferred to both examinations for which you applied (Payroll Clerk I - R1331E and Payroll Clerk II - R1334E).

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

ALL NOTIFICATIONS (e.g. Notice of Written Test Admittance Letter, Notice of Non-Acceptance, etc.) WILL BE MAILED VIA UNITED STATES POSTAL SERVICE (USPS).

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON BOTH TEST PARTS IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

Special Information

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN EMPLOYMENT TESTS:

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

<http://service.shl.com/shl-on-demand-candidates/index.php?action=showEntry&data=1444>

While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The resulting eligible list for this examination will be used to fill vacancies throughout the County of Los Angeles.

Eligibility Information	The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their group for a period of twelve (12) months following the date of promulgation.
Available Shift	Day
Job Opportunity Information	Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements. Applicants must indicate their department name and number on the employment application. The department number is identified on employee's payroll warrant.
Application and Filing Information	Applicants are required to submit a standard Los Angeles County Employment Application <u>ONLINE</u> only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All information is subject to verification.

We may reject your application at any time during the selection process.

Applications will not be accepted by mail, fax, or in person.

The acceptance of your application depends on whether you clearly show that you meet the **SELECTION REQUIREMENTS** . Please fill out the application completely and correctly so that you will receive full credit for related education and/or experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, and dates completed. For each job held give the name and address of your employer, your job title, beginning and ending dates, the number of hours worked per week, description of work performed, your role, level of involvement, independence, size of organization, complexity, and level of accountability surrounding your experience, and salary earned.

FAILURE TO PROVIDE THE COMPLETE INFORMATION MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

ALL APPLICANTS MUST COMPLETE AND SUBMIT THEIR APPLICATIONS ONLINE (via electronic submission) BY 5:00 PM (PST) ON SEPTEMBER 25, 2012. APPLICANTS WHO SUBMITTED THEIR APPLICATIONS AFTER THE FILING PERIOD WILL BE REJECTED AND WILL NOT BE ABLE TO COMPETE IN THE EXAMINATION PROCESS.

TO APPLY ONLINE, CLICK THE LINK THAT READS " APPLY TO JOB " ONLINE SO YOU CAN TRACK THE STATUS OF YOUR APPLICATION ON-LINE.

APPLICANTS MAY UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (i.e. official transcripts, diploma, etc.) AS ATTACHMENT(S) AT THE TIME OF FILING OR ANY TIME DURING THE EXAMINATION PROCESS.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications and JSQs (if any) can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

All information supplied by applicants is subject to verification.
Applications may be rejected at any stage during the selection process.

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Exam Analyst
Department Contact Phone	213-738-2084
Department Contact Email	edeguia@hr.lacounty.gov or rlowery@hr.lacounty.gov
ADA Coordinator Phone	213-351-2951
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922
Alternate TTY Phone	800-897-0077
Job Field	Clerical
Job Type	Administrative Support

Close

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

PSYCHIATRIC SOCIAL WORKER II or MENTAL HEALTH CLINICIAN II

Countywide Resource Management (CRM) is recruiting **two (2)** Psychiatric Social Worker II's (PSW II) or Mental Health Clinician II's (MHC II) for a new program, the Community Reintegration Program (CRP).

The recent passage of Assembly Bill (AB) 109, the 2011 Public Safety Realignment Legislation, resulted in a significant number of prison inmates no longer being released to traditional State Parole. Effective October 1, 2011, certain offenders of non-violent, non-serious crimes were released to Post-Release Community Supervision (PRCS), upon completion of their prison term. It is estimated that approximately 30% of these inmates will be mentally ill. CRM-CRP was being established to provide mental health screening/triage and linkage to community-based mental health treatment for these individuals. This situation affords staff the opportunity to participate in the development and implementation of a new program that has high visibility throughout the state.

2 PSW II's/MHC II's positions will be located at CRM 1925 Daly Street, 2nd floor Los Angeles, CA 90031

The primary duties and responsibilities of this position include:

- Serve as AB 109 Coordinator reviewing clinical packets provided by the State, County Jail, and DMH County Mental Health Court Program; triaging, consulting and making recommendations for mental health treatment upon release, and collaborating with the Probation Department on planning for inmates identified for release from prison as part of AB 109.
- Perform as back-up to the HUB clinicians to assess inmates face-to-face upon release from prison, providing crisis intervention as necessary, performing targeted case management services to link individuals to community-based mental health programs, monitoring client progress and making recommendations for the appropriate level of care.
- Consulting with Department program staff and community mental health agencies dealing with the target population regarding community alternatives available to inmates on reentry.
- Identifying system barriers to the successful reintegration of inmates into communities and working with the Mental Health Clinical Supervisor and community partners to remove them.
- Participating in the collection of outcome data related to AB 109.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in providing services to individuals with forensic or criminal justice histories.
- Excellent clinical, assessment and communication skills.
- Skill in prioritizing work and multi-tasking under pressure.
- Experience with discharge planning in psychiatric hospital setting(s).
- Working on a multi-disciplinary team.
- Ability to be creative and to solve problems.
- Adaptable and flexible.

Interested PSW II's or MHC II's are encouraged to FAX their résumé, last two (2) Performance Evaluations, and last two (2) years of master time records by **Friday, October 12, 2015** to:

**Jacqueline Yu, LCSW
Mental Health Clinical Program Head
Countywide Resource Management
1925 Daly Street, 2nd Floor
Los Angeles, CA 90031
FAX: (323) 223-8380**

or

email: Arfaye Parker at aparker@dmh.lacounty.gov